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# Labor Distribution Configuration Workshop

2017 Release Department



# Agenda

1. Objectives of Workshop
2. Initial Configuration
3. Ongoing Configuration
4. Determining the source of ChartField Values for Distribution of Cost
5. Additional Working Sessions
6. Questions and Answers

# Objectives of Workshop

- FI\$Cal Team: Provide information to departments about Labor Distribution (LD) configuration and the Response Template for BUSN726.
- FI\$Cal Departments: Understand FI\$Cal Labor Distribution configuration and how to complete the Response Template. Begin completing the Response Template.

# Initial Configuration

Initial Configuration is prepared before go-live. Some may be updated annually. This includes:

- Reporting Unit Translation Table
- Business Unit Options
- Payment Type Options and Mapping
- Serial Numbers
- Class Types

# Reporting Unit Translation

## Reporting Unit Translation:

1. Crosswalks SCO Agency Code and Reporting Unit on the payroll payment file to Business Unit.
2. Identifies the Payroll Clearing Account for each Reporting Unit, similar to SCO's existing Payroll Header.

# Reporting Unit Translation

## Reporting Unit Translation

Payroll Agency Code: 300      Reporting Unit: 110

**Options** Find | View All    First  1 of 1  Last

\*Effective Date:        \*Status:    

\*Business Unit:  

Description:

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**Payroll Clearing Gross Pay Account**

\*Account:  

\*Alternate Account:  

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**Payroll Clearing ChartFields**

Approp Ref:  

Fund:  

ENY:  

Program:  

PC Bus Unit:  

Project:  

Activity:  

# Business Unit Options

## **Business Unit Options:**

1. Identifies whether or not the department is using Labor Distribution.
2. Identifies whether the department wants retroactive benefits distributed by employee (i.e., based on Activity Sheet for the pay period or employee or group defaults for the pay period).
3. Identifies whether Labor Distribution records payroll or Activity Sheet hours in the General Ledger.
4. Identifies the default Gross Pay Account and Alternate Account for the department.
5. Identifies the default ChartField combination for the department (similar to CALSTARS Supplemental Index/PCA).

# Business Unit Options

## Business Unit Options

Business Unit: 8260

Options Find | View All First 1 of 1 Last

\*Effective Date: 07/01/2014  \*Status: Active   

\*Using Labor Distribution? Yes 

Distribute Retro Benefits by Employee? Yes 

Currency Code: USD 

\*Statistics Option: None  Statistics Code:

**Gross Pay Default Account**

\*Account: 5100000 

\*Alternate Account: 0000000000 

**Default Chartfields**

Approp Ref: 001 

Fund: 0001 

ENY: 2014 

Program: 9999 

# Payment Type Options

## Payment Type Options:

1. Configured by either Payment Type or Payment Type and Suffix.
2. Configuration by Payment Type and Suffix supersedes configuration by Payment Type.
3. Identifies whether or not related payments are distributed by employee (i.e., based on Activity Sheet or employee or group defaults for the pay period).
4. May optionally assign a specific Account and Alternate Account (e.g., overtime, industrial disability leave, non-industrial disability leave).
5. If related payments are not distributed by employee, may optionally assign the ChartField combination for distribution.

# Payment Type Options

Options Mapping

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**Payment Type Options**

SetID: 8260      Payment Type Code: 0      Payment Type Suffix:

Options Find    First 1 of 1 Last

\*Effective Date: 01/01/1901       \*Status: Active   

\*Description: REGULAR PAY

\*Distribute by Employee: Yes 

**Gross Pay Distribution Account**

Account:  

Alternate Account:  

**Standard Distribution Chartfields**

Approp Ref:

Fund:

ENY:

Program:

PC Bus Unit:

# Payment Type Mapping

## **Payment Type Mapping:**

1. Links Payment Type and Suffix on the payroll payment file to Activity Sheet Earnings Types.
2. Not required unless department is using Activity Sheets.

# Payment Type Mapping

Options Mapping

## Payment Type Options

SetID: 8260      Payment Type Code: 0      Payment Type Suffix:  
 Effective Date: 01/01/1901      Status: Active

Personalize   Find   View All       First  1-4 of 4  Last					
	*Earnings Type	Account	Alternate Account		
1	REG 	<input type="text"/> 	<input type="text"/> 		
2	VAC 	<input type="text"/> 	<input type="text"/> 		
3	SICK 	<input type="text"/> 	<input type="text"/> 		
4	HOL 	<input type="text"/> 	<input type="text"/> 		

# Earnings Types (Centrally Maintained)

- Current Earnings Type values are:
  - REG (Regular)
  - VAC (Vacation)
  - HOL (Holiday)
  - SICK (Sick Leave)
  - CTO (Comp Time Off/Taken)
  - OT (Overtime)
  - SD (Shift Differential)
  - SDOT (Shift Differential Overtime)
  - JURY (Jury Duty)
  - CALL (On Call/Standby)
  - SUPP (Supplemental)

# Serial Numbers

## **Serial Numbers:**

1. Allow the Serial Numbers in blanket Position Numbers to look up a specific Account and Alternate for recording the gross amount if appropriate.
2. Must be > 899.
3. Are useful for assigning the correct Account and Alternate for Temporary Civil Service employees without having to configure them for each employee.

# Serial Numbers

## Serial Number Options

SetID: 0977

Serial Number: 900

Options Find | View All First  1 of 1  Last  

\*Effective Date:   \*Status:  

\*Description:

**Gross Pay Account**

\*Account:  

\*Alternate Account:  

# Class Types

## **Class Types:**

1. Allow payroll Class Type to look up a specific Account and Alternate for recording the gross amount if appropriate.
2. Are useful for assigning the correct Account and Alternate for all Exempt/Statutory employees without having to configure them for each employee.

# Class Types

## Class Type Options

SetID: 8860      Class Type: S

**Options**      Find | View All      First ◀ 1 of 1 ▶ Last

\*Effective Date:        \*Status:         

\*Description:

**Distribution Account**

\*Account:  

\*Alternate Account:  

# Ongoing Configuration

- Task IDs
- PC/GL Defaults
- Employees - Statewide; Centrally Maintained
- Employee Options and Defaults - Business Unit-specific; will be included in a later departmental Task
- Employee Group Options and Defaults – Business Unit-specific; included in this task

# Task IDs

## Task IDs:

1. Allow costs related to a work activity that is performed by one or more employees to be distributed (i.e., split) based on their funding sources by referencing a unique identifier.
2. Simplify maintenance of funding sources for tasks by providing a single place where they are defined and maintained.
3. Can be used in employee and group defaults and on Activity Sheets.
4. Eliminate the need for employees using Activity Sheets to be aware of funding sources.
5. If funding sources and/or percentages for a Task ID are changed by adding a new effective dated-row, the distribution of payroll costs for pay periods using that effective-dated row is automatically changed.

# Task IDs

## Task ID

SetID 8860

Task ID 141770

**Task ID Lines** Find | View All First 1 of 3 Last

\*Effective Date  \*Status  + -

\*Description  Total Percent 100.00

Lines						
Personalize   Find   View 2   First 1-8 of 8 Last						
	*Percent	Reference	*Fund	YOE	Program	
1	42.00	<input type="text" value="001"/>	<input type="text" value="0001"/>	<input type="text" value="2014"/>	<input type="text" value="6770010"/>	
2	11.20	<input type="text" value="001"/>	<input type="text" value="0001"/>	<input type="text" value="2014"/>	<input type="text" value="6770019"/>	
3	2.24	<input type="text" value="001"/>	<input type="text" value="0001"/>	<input type="text" value="2014"/>	<input type="text" value="6770028"/>	
4	0.56	<input type="text" value="001"/>	<input type="text" value="0001"/>	<input type="text" value="2014"/>	<input type="text" value="6770037"/>	
5	33.00	<input type="text" value="001"/>	<input type="text" value="9740"/>	<input type="text" value="2014"/>	<input type="text" value="6770010"/>	
6	8.80	<input type="text" value="001"/>	<input type="text" value="9740"/>	<input type="text" value="2014"/>	<input type="text" value="6770019"/>	
7	1.76	<input type="text" value="001"/>	<input type="text" value="9740"/>	<input type="text" value="2014"/>	<input type="text" value="6770028"/>	
8	0.44	<input type="text" value="001"/>	<input type="text" value="9740"/>	<input type="text" value="2014"/>	<input type="text" value="6770037"/>	

# PC/GL Defaults

## PC/GL Defaults:

1. Identify the funding sources for a Work Breakdown Structure (WBS) element in the GL Chart of Accounts.
2. Interface to PAL to identify valid WBS elements.
3. Eliminate the need for PAL to be aware of GL funding sources.
4. Allow a WBS element to use either a Task ID or an employee's defaults (individual or group) to determine the GL funding sources.
5. Allow the GL funding sources to change over time through effective dating.

# PC/GL Defaults

**Project Costing GL Defaults**

SetID: 8860      PC Bus Unit: 8860  
Project: 123456789012345      Activity: 123456789012345  
Category: 12345      Subcategory: 123345

\*Effective Date: 07/01/2014       \*Status: Active   

Description:  

Charge Employee Defaults: Yes 

Task ID:  

Set Up Complete: Yes

Distribution Status: Distributed

# Employees (Centrally Maintained)

## Employee Table:

- Translates SSN to Employee ID.
- Provides a permanent Employee ID for each SSN, so employees who leave State service and then return have the same Employee ID.
- Has restricted access due to confidential data.
- Updated automatically by Employee Data Interface and Payroll Interface from SCO.
- Updated manually if needed by authorized FI\$Cal Service Center personnel.

# Employees (Centrally Maintained)

Employee Data

Employee Position

## Employees

**(This is provided for informational purposes only)**

SSN: 987-65-4321

### Employee Data

Employee ID: 1301425

\*Last Name:

\*First Name:

Middle Initial:

### Last Update

Personalize | Find |  | 

First  1 of 1  Last

SetID	User Name	Updated Date/Time	Effective Date
1 0977	10000071	10/22/14 8:45:15AM	10/22/2014

# Employees (Centrally Maintained)

Employee Data | **Employee Position**

Employee ID: 1301425 **(This is provided for informational purposes only)**

Position							Personalize	Find	View All			First	1 of 1	Last
	Payroll Agency Code	Reporting Unit	Class Code	Serial Number	Effective Date	Status								
1														

Current Position Number(s) are identified for each employee. This information is populated by the Employee Data Interface from SCO. No historical information is tracked. This table is used to produce the Employee Listing by department.

# Employee Options

## Employee Options:

- Required for every employee in the department.
- Identify whether the employee must be included in a group Activity Sheet or may submit an individual Activity Sheet.
- Identify whether or not the employee shares the group's defaults (employee is **required** to share group defaults if included in the group's Activity Sheet).
- Identify the Reporting Unit of the employee's group if applicable
- Optionally identify the employee's default Account and Alternate Account for Gross Pay.
- For employees who may submit an individual Activity Sheet, identifies whether or not an Activity Sheet is required.

Options Defaults

### Employee Options

SetID: 8880

Employee Id: 1000342

Last Name: CUMMINS

Middle Initial: M

First Name: DIANE

Options Find First 1 of 1 Last

\*Effective Date: 07/01/2014  \*Status: Active   

\*Group Time Reporting?: No 

\*Group Default?: Yes 

Reporting Structure:  

**Default Gross Pay Account**

Account:  

Alt Account:  

**Employee Group ID**

Payroll Agency Code: 300 

Reporting Unit: 110 

**Individual Employee**

Activity Sheet Required: No 

Options

Defaults

### Employee Options

SetID: 0977

Employee Id: 1000224

Last Name: ELLIS

First Name: STEPHEN

Middle Initial: H

Effective Date: 07/01/2014

Status: Active

Percentage 100.00

Personalize | Find |  |  First 1-2 of 2 Last

	Percent	Task ID	Approp Ref	*Fund	ENY	Program
1	40.00	<input type="text"/> 	001 	3085 	2014 	0880 
2	60.00	<input type="text"/> 	005 	604600001 	2014 	0890 

<  >

# Employee Group Options

## Employee Group Options:

- Must be configured for each Employee Group before employees can be assigned to the group.
- Identify whether or not a group Activity Sheet is required.
- Optionally identify a Reporting Structure for the group. This is used only in reporting (e.g., Missing Activity Sheet Report can be requested by Reporting Structure). This is **not** used in recording any payroll costs.

# Employee Group Options

**Options** | Defaults

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## Employee Group

SetID: 0977      Payroll Agency Code: 324      Reporting Unit: 001

**Options**      Find      First ◀ 1 of 1 ▶ Last

\*Effective Date:        Status:  ▼  

\*Description:

\*Group Activity Sheet Required?  ▼

Reporting Structure:  

# Employee Group Defaults

## Employee Group Defaults:

1. Identify the default ChartField combinations (i.e., funding sources) and percentages for employees that share the group's defaults.
2. Can be shared by both employees who submit individual Activity Sheets as well as those included in group Activity Sheets. This is controlled on the Employee Options page.
3. Can include a Task ID or ChartField combination on each line.

# Employee Group Defaults

Options **Defaults**

## Employee Group

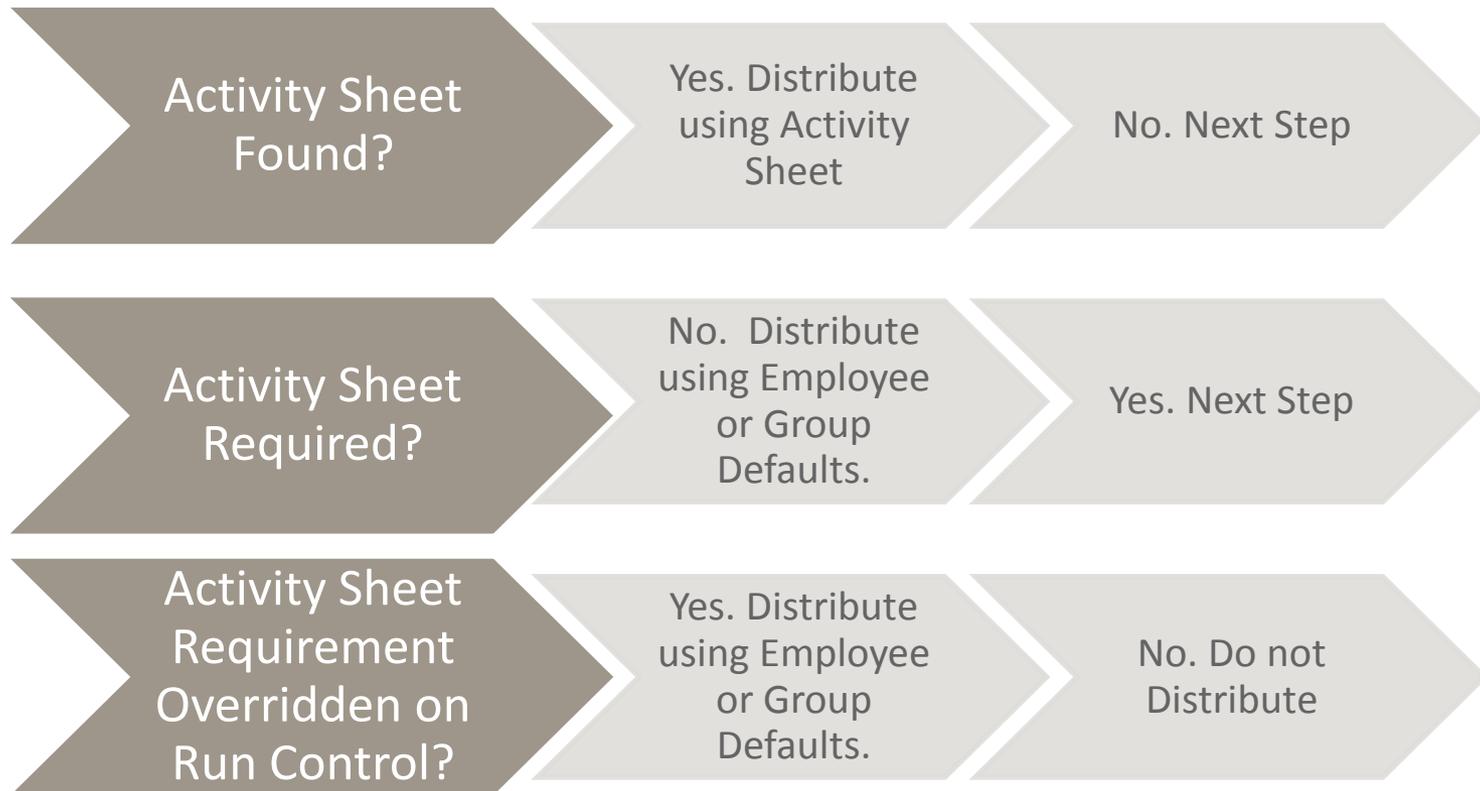
SetID: 0977      Payroll Agency Code: 324      Reporting Unit: 001  
 Effective Date: 01/01/1901      Status: Active      Percentage 100.00

<a href="#">Personalize</a>   <a href="#">Find</a>       First   Last							
	*Percent	Task ID	Approp Ref	*Fund	ENY	Program	
1	<input type="text" value="10.00"/>	<input type="text"/> 	<input type="text" value="501"/> 	<input type="text" value="090400001"/> 	<input type="text" value="1979"/> 	0880	
2	<input type="text" value="20.00"/>	<input type="text"/> 	<input type="text" value="501"/> 	<input type="text" value="090400002"/> 	<input type="text" value="1979"/> 	0880	
3	<input type="text" value="30.00"/>	<input type="text"/> 	<input type="text" value="501"/> 	<input type="text" value="090400003"/> 	<input type="text" value="1979"/> 	0880	
4	<input type="text" value="40.00"/>	<input type="text"/> 	<input type="text" value="501"/> 	<input type="text" value="090400004"/> 	<input type="text" value="1979"/> 	0880	
			<input type="text"/>				

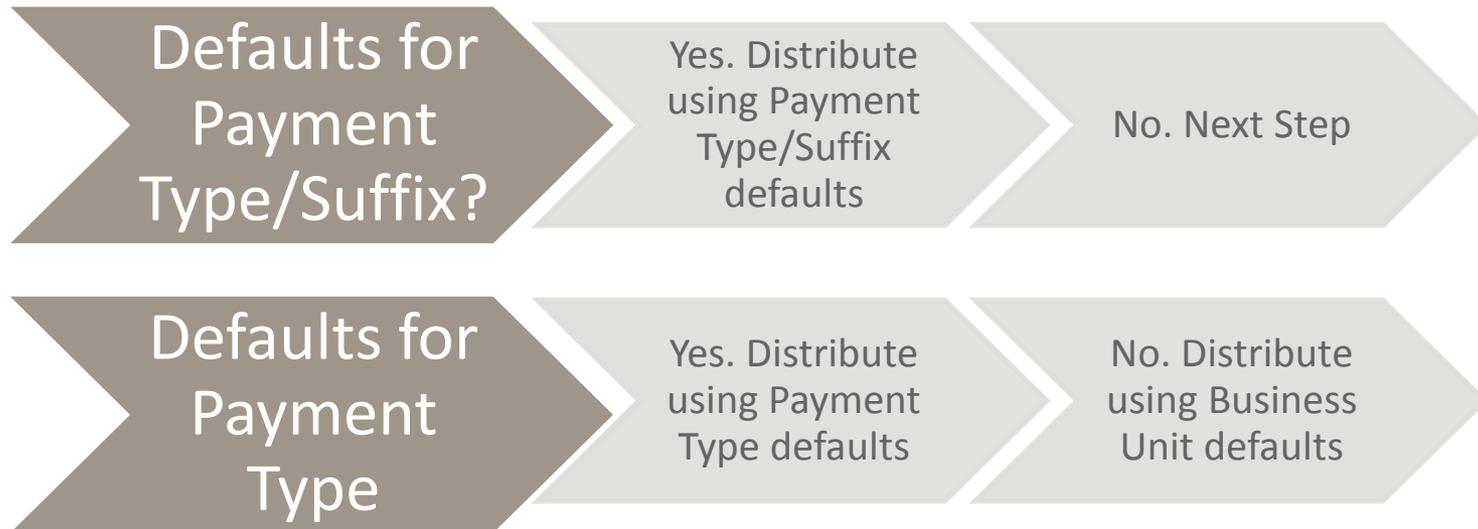
# Determining the Source of ChartField Values for Distribution of Costs

- Payroll costs are either distributed by employee or not.
- This is controlled through configuration:
  - The Payment Type Options page identifies whether or not each Payment Type (or Payment Type and Suffix) is distributed by employee.
  - The Business Unit Options page identifies whether or not retroactive benefits are distributed by employee.
- There are different hierarchies for determining the source of ChartField values for distributing payroll costs depending upon whether or not they are distributed by employee.
- Account and Alternate Account are determined using a separate hierarchy.

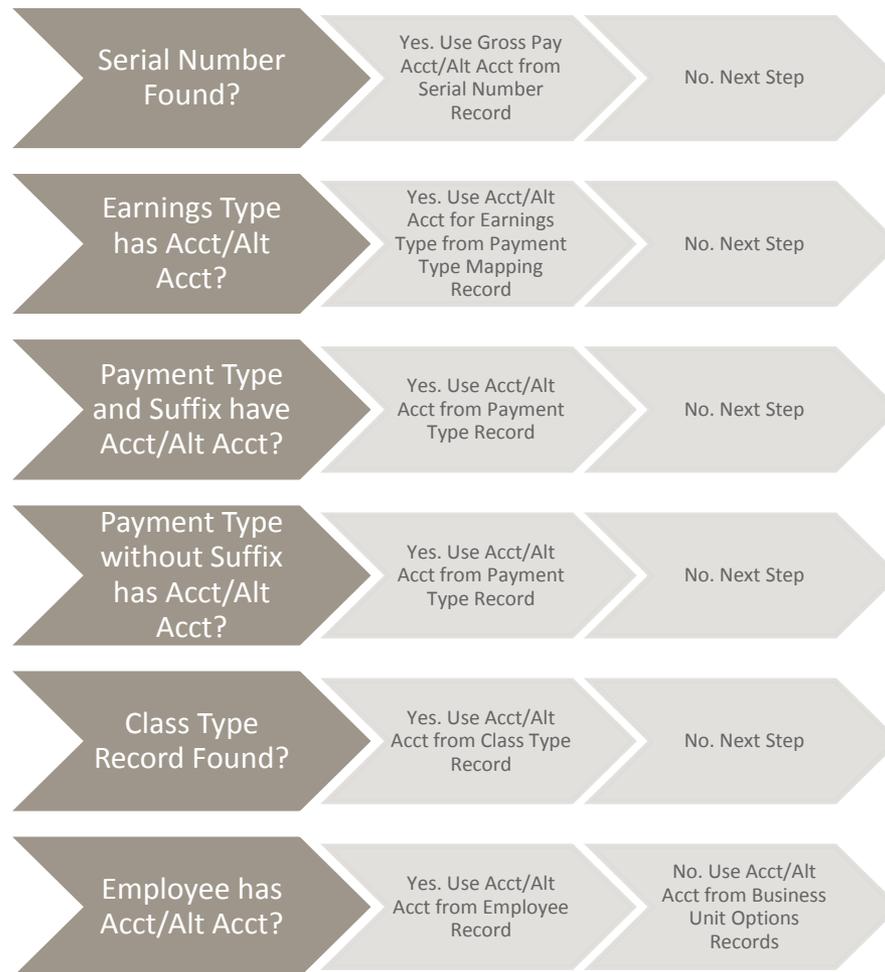
# Hierarchy for Determining Source of ChartField Values when Distributing Costs by Employee



# Hierarchy for Determining Source of ChartField Values when Not Distributing Costs by Employee



# Hierarchy for Determining Account and Alternate Account for Gross Pay Amount



# (1) Serial Number

## Serial Number Options

SetID: 0977

Serial Number: 900

Options Find | View All First ◀ 1 of 1 ▶ Last + -

\*Effective Date:   \*Status:  

\*Description:

**Gross Pay Account**

\*Account:  

\*Alternate Account:  

# (2) Earnings Type

Options Mapping

## Payment Type Options

SetID: 8260

Payment Type Code: 0

Payment Type Suffix:

Effective Date: 01/01/1901

Status: Active

Personalize | Find | View All |   First  1-4 of 4  Last

	*Earnings Type	Account	Alternate Account		
1	REG 	<input type="text"/> 	<input type="text"/> 		
2	VAC 	<input type="text"/> 	<input type="text"/> 		
3	SICK 	<input type="text"/> 	<input type="text"/> 		
4	HOL 	<input type="text"/> 	<input type="text"/> 		

# (3) Payment Type and Suffix

Options Mapping

### Payment Type Options

SetID: 8860      Payment Type Code: 1      Payment Type Suffix: F

Options Find    First ◀ 1 of 1 ▶ Last

\*Effective Date:        \*Status:  ▼

\*Description:

\*Distribute by Employee:  ▼

**Gross Pay Distribution Account**

Account:

Alternate Account:

**Standard Distribution Chartfields**

Approp Ref:

Fund:

ENY:

Program:

# (4) Payment Type with No Suffix

## Payment Type Options

SetID: 8860

Payment Type Code: 1

Payment Type Suffix:

Options Find First 1 of 1 Last

\*Effective Date:   \*Status:

\*Description:

\*Distribute by Employee:

**Gross Pay Distribution Account**

Account:	<input type="text" value="5108000"/> <input type="button" value="🔍"/>
Alternate Account:	<input type="text" value="5108000000"/> <input type="button" value="🔍"/>

**Standard Distribution Chartfields**

Approp Ref:	<input type="text"/>
Fund:	<input type="text"/>
ENY:	<input type="text"/>
Program:	<input type="text"/>

# (5) Class Type

## Class Type Options

SetID: 8860 Class Type: S

Options Find | View All First 1 of 1 Last

\*Effective Date: 01/01/1901  \*Status: Active 

\*Description: Earnings-Exempt/Statutory

**Distribution Account**

\*Account: 5105000 

\*Alternate Account: 0000000000 

# (6) Employee Options

Options Defaults

### Employee Options

SetID: 0977 Employee Id: 1000224  
Last Name: ELLIS Middle Initial: H  
First Name: STEPHEN

Options Find First 1 of 1 Last

\*Effective Date: 07/01/2014 \*Status: Active  
\*Group Time Reporting?: No  
\*Group Default?: No  
Reporting Structure:

**Default Gross Pay Account**

Account:   
Alt Account:

**Employee Group ID**

Payroll Agency Code:   
Reporting Unit:

**Individual Employee**

Activity Sheet Required: No

# (7) Business Unit Defaults

## Business Unit Options

Business Unit: 8260

Options Find | View All First ◀ 1 of 1 ▶ Last + -

\*Effective Date: 07/01/2014  \*Status: Active ▼

\*Using Labor Distribution? Yes ▼

Distribute Retro Benefits by Employee? Yes ▼

Currency Code: USD 

\*Statistics Option: None ▼ Statistics Code:

**Gross Pay Default Account**

\*Account: 5100000 

\*Alternate Account: 0000000000 

**Default Chartfields**

Approp Ref: 001 

Fund: 0001 

ENY: 2014 

Program: 9999 

# Questions & Answers



FI\$Cal Project Information:

<http://www.fiscal.ca.gov/>

or e-mail the FI\$Cal Project Team at:

[fiscal.cmo@fiscal.ca.gov](mailto:fiscal.cmo@fiscal.ca.gov)